

Delaware Department of Elections
Job Posting
County Director (Sussex County)
Current Salary (FY 21) - \$80,461
Posting Closing Date – July 9, 2020

On behalf of the State Board of Elections, the Department of Elections is currently accepting resumes from individuals interested in serving as County Director for Sussex County. The successful candidate will fill the anticipated vacancy in that role after July 31, 2020. Pursuant to the State Election Code, Title 15 of the Delaware Code, the State Board of Elections shall appoint the County Director of each county.

The County Director (Sussex County) is a non-merit, exempt position created under Delaware Code, with the following statutory requirements:

- Must be a member of the same political party as the State Election Commissioner (currently the Democratic Party). 15 *Del.C.* § 211(a)(1).
- Is appointed by, and serves at the pleasure of, the State Board of Elections. 15 *Del.C.* § 211(a)(1).
- Assist the Department of Elections in carrying out its duties and responsibilities in the county for which the County Director is appointed and, subject to the policies and directives of the Board, shall see to it that the work of the Department in such county is performed in a proper and nonpartisan manner. 15 *Del.C.* § 211(a)(1).
- Be a citizen of the United States and a qualified elector of the county (Sussex County) in which he or she serves. 15 *Del.C.* § 211(d).

The primary job responsibilities of the County Director (Sussex County) are as follows:

- In conjunction with (and with the assistance of) the Sussex County Deputy Director, oversee and direct operations of the Department of Elections' Sussex County office, which serves more than 175,000 registered voters.
- Oversees preparation and conduct of Primary, General, Special, School Referendum, and School Board member elections and other elections supported by the Department of Elections (union, outreach, etc.).
- Supervise seven full-time merit staff (and additional temporary staff during election periods).
- Work with State Election Commissioner on legislative activities and policy development.
- Development and implement quality control and processing enhancements, as well as streamlining initiatives.
- Manage and enhance community outreach initiatives and presence of Department.
- Represent the Department and State on national task groups and committees.
- Attend professional development conferences and seminars.

Interested applicants may submit a current resume and cover letter to State Election Commissioner Anthony Albence at: anthony.albence@delaware.gov , or may hand-deliver same to the Department of Elections, c/o State Election Commissioner Anthony Albence, at 905 S. Governors Ave; Ste. 170; Dover, DE 19904, no later than 4:30PM on July 9, 2020 as noted above. No submissions will be accepted after this deadline.

Delaware is an Equal Opportunity Employer